

**Columbia College**  
**English for Professional Purposes (ENG0102)**

**Lecture 1**

**Course Outline**

Semester Dates: August 5, 2019 – September 7 2019

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class.

**Your first week's classes will be Wednesday August 7, 2019 and Friday August 9, 2019 and will return to the regular Monday/Wednesday schedule after that.**

Facilitator: Jana Hummel

Email: janah@columbia.ab.ca

Class Time: 5:30 PM – 9:30 PM (Mon./Wed.)

Room: 4-213

Credit: Non-Credit Course

Prerequisite: None

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Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

**Course Description:**

This course is designed to prepare students with the literacy skills and knowledge needed to enter into professional college-level programs. The course develops proficiency in various forms of writing, critical thinking and analysis, listening and speaking, and examination of various forms of reading materials. There is a concentration on writing essays and personal reflections. This is a 40 hour course.

**Learning Outcomes:**

As a result of active participation in these sessions, a student can expect to:

- Use a variety of appropriate strategies to explore, comprehend and analyze texts both individually and in collaboration with others;
- Apply knowledge of organizational patterns and structural features to understand purpose, content and effectiveness of a text.
- Respond to questions about assigned readings in written/oral form
- Create critical/analytical oral and written responses to a variety of texts
- Write unified and coherent paragraphs
- Understand how to use varied sentence structures to suit specific purposes
- Edit for spelling, punctuation, word usage, grammar
- Write well-developed short answers using appropriate style and word choice
- Demonstrate the skills of writing short essay type papers
- Demonstrate the skills of writing a reflective paper
- Demonstrate the skills of writing a persuasive essay
- Communicate orally in a competent and professional manner in various circumstances, including giving presentations

- Use language, both oral and written, to show respect and consideration
- Appreciate diversity of expression, opinion and perspective
- Set appropriate personal goals for participation in a group

### **Course Format:**

This course uses a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class. Be a positive and co-operative team member.

### **Required Textbooks and Equipment:**

Lipschutz, G., Scarry, S., & Scarry, J. (2017). *The Canadian Writer's Workplace, Eighth Edition*. Toronto, Canada: Nelson Education Ltd.

Online Appendices for *The Canadian Writer's Workplace*: [www.nelson.com/student](http://www.nelson.com/student)

### **Homework Assignment Due for the First Class:**

This reading assignment is to be completed prior to your first class.

1. **Chapter 14 in *The Canadian Writer's Workplace* pg 156 – 164**
2. **Chapter 18 in *The Canadian Writer's Workplace* pg 188 - 198**
3. Prepare 3 questions that have arisen from your reading and which you would like to have answered. These will be handed in to your facilitator on the first day of your course.
4. Be prepared for a test on this homework.

### Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Daily Tests	Daily	20%
Homework, Concluding Activities & Student Engagement	Daily	10%
Formal Outline of an article	Class 6	10%
Formal Essay – in-class	Class 7	10%
Portfolio of Course Work	Class 8	20%
Final Exam - Location to be announced	Class 10	30%

Please note that all homework and assignments are due at the beginning of each class.

### Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

*Marking and Grading Conversion:*

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

**Please note that Columbia College students who are provisionally admitted to our Licensed Practical Nurse program are required to achieve a minimum grade of 75% or B in this course.**

### Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5% per each class late.

### **Requesting an Examination Deferral:**

If you are not able to do an exam on the scheduled date, you may request that the exam be deferred to another date. The fee for a Deferred Exam is \$50 plus facilitation costs for a minimum cost of \$100.00.

### **Attendance Requirements:**

Please come to each class on time and stay to the end of the class.

### **Academic Integrity:**

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

### **Student Conduct:**

Generally, each student is expected to:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

### **Appeals:**

Please refer to the *Student Appeal Policy (ADM-P177)*.

### **Students with Temporary or Permanent Disabilities:**

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Accessibility Services by making an appointment with an Accessibility Services Advisor – Main Office – Bldg. 802 or emailing [disabilityservices@columbia.ab.ca](mailto:disabilityservices@columbia.ab.ca). The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*. Please note that there are fee-based services related to accessibility needs.

### **Student Support:**

Tutoring is available as a fee-based service.

### Class Schedule/Overview:

Class Session	Topics	Pre-Class Readings
1	<ul style="list-style-type: none"> <li>• Introductions and Syllabus Review</li> <li>• Reading Strategies</li> <li>• 4 Stages of Writing</li> <li>• Assignment 3 - Portfolio Project Due Class 8</li> <li>• Grammar Assessment Pre-test</li> </ul>	<ul style="list-style-type: none"> <li>• Canadian Writer's Workplace Chapter 14 pg 156-164 and Chapter 18, pg 188-198</li> <li>• Prepare 3 questions on readings</li> </ul>
2	<ul style="list-style-type: none"> <li>• Questions and Homework Review Test</li> <li>• Paraphrasing and Summarizing</li> <li>• Paragraph Writing</li> <li>• Spelling and Vocabulary</li> <li>• Assignment 2 – In-class Essay</li> <li>• Due Class 7</li> </ul>	<ul style="list-style-type: none"> <li>• Canadian Writer's Workplace Chapter 15 pg 165-173 and Chapter 19 pg 199-217</li> <li>• Prepare 3 questions on readings</li> <li>• Appendix C of <a href="http://www.nelson.com/student">www.nelson.com/student</a></li> </ul>
3	<ul style="list-style-type: none"> <li>• Questions and Homework Review Test</li> <li>• Quoting and Answering Questions</li> <li>• Essay Writing</li> <li>• Spelling and Vocabulary</li> <li>• Assignment 1 – Formal Outline of Text. Due Class 6</li> </ul>	<ul style="list-style-type: none"> <li>• Canadian Writer's Workplace Chapter 16 and 17 pg 174-186 and Chapter 20 pg 218-237</li> <li>• Sentence Skills as assigned by facilitator.</li> <li>• Work on Portfolio.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Questions and Homework Review Test</li> <li>• Style in writing</li> <li>• Reading- text comprehension and analysis</li> <li>• Spelling and Vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Canadian Writer's Workplace Chapter 21 pg 238-248 and "Excuses, Excuses" pg 378-381. Do Comprehension Questions and bring to class.</li> <li>• Sentence Skills as assigned by facilitator.</li> <li>• Work on Portfolio.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Questions and Homework Review Test</li> <li>• Reading-text comprehension and analysis</li> <li>• Writing Arguments</li> <li>• Spelling and Vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Canadian Writer's Workplace Chapter 25 pg 286-298 and selection from Unit V as assigned by facilitator, including Comprehension Questions.</li> <li>• Sentence Skills as assigned by facilitator.</li> <li>• Work on Portfolio.</li> </ul>
6	<ul style="list-style-type: none"> <li>• <b>Hand in Formal Outline of Text - See Assignment #1</b></li> <li>• Questions and Homework Review Test</li> <li>• Reading-text comprehension and analysis</li> <li>• Writing about Process</li> <li>• Concluding Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Assignment #1</li> <li>• Canadian Writer's Workplace Chapter 28 pg 324-333 and selection from Unit V as assigned by facilitator including Comprehension Questions.</li> <li>• Sentence Skills as assigned by facilitator.</li> <li>• Work on Portfolio.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Questions and Homework Review Test</li> <li>• Reading-text comprehension and analysis</li> <li>• Writing Description</li> <li>• <b>In-class writing of Formal Essay – See Assignment #2</b></li> </ul>	<ul style="list-style-type: none"> <li>• Canadian Writer's Workplace Chapter 29 pg 334-345 and selection from Unit V as assigned by facilitator including Comprehension Questions.</li> <li>• Sentence Skills as assigned by facilitator.</li> <li>• Work on Portfolio</li> </ul>
8	<ul style="list-style-type: none"> <li>• <b>Hand in Assignment 3 Portfolio.</b></li> <li>• Questions and Homework Review Test</li> <li>• Reading-text comprehension and analysis</li> <li>• Writing Narratives</li> </ul>	<ul style="list-style-type: none"> <li>• Canadian Writer's Workplace Chapter 32 pg 364-375 and selection from Unit V as assigned by facilitator including Comprehension Questions.</li> <li>• Complete work on Portfolio.</li> </ul>
9	<ul style="list-style-type: none"> <li>• Conduct course evaluation</li> <li>• Portfolio Conferences and Sharing</li> <li>• Grammar Assessment Post test</li> <li>• Exam Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Sentence Skills as assigned by facilitator.</i></li> <li>• <i>Review spelling and vocabulary. (Appendix A in text and online appendix C)</i></li> </ul>
10	<ul style="list-style-type: none"> <li>• <i>Final Exam (3 hr) – Location to be announced. Facilitator will confirm date</i></li> </ul>	

## **Appendix 1 Assignment Outlines**

**ASSIGNMENTS – All assignments must be completed and handed in order to meet the requirements of English 102. All assignments are to be typed according to APA format. You may be required to send your completed assignments by email to the facilitator. This is a common practice in many professional programs.**

Please note that should there be any evidence of plagiarism, you will be assigned a mark of “0.” As we are here to help you to learn how not to plagiarize, you may be given the opportunity to rewrite the paper until you can see how a paper looks that does not contain plagiarism. Your mark will be an average of the marks attained throughout the efforts to rewrite the paper without calculating in the “0.” The facilitator will determine how many times an individual must write the paper in order to score an acceptable grade above “0.”

### **Assignment #1 – Formal Outline of an Article**

**Value 10%**

**Due: Class 6. Assigned in Class 3.**

Using one of the articles provided by your facilitator, develop a formal and detailed outline of the article using the outline template also provided by your facilitator.

### **Assignment #2 – In-class Writing of Formal Essay**

**Value 10%**

**Due: Class 7 Assigned in Class 2.**

Using one of the formal essays from the portfolio you have developed during this class, write a polished version of the essay. You may bring the revised and edited draft from your portfolio to use as the basis for your essay, though the expectation is that the polished essay will show significant improvements over the draft. Hand in the polished essay AND the draft copy that was used to develop it. (90 minutes of writing time allowed)

### **Assignment #3 – Reading and Writing Portfolio**

**Value 20%**

**Due: Class 8. Assigned in Class 1.**

Throughout the course you will develop a portfolio of work that demonstrates the skills and knowledge you have acquired during the course. Complete details of what should be in the portfolio will be provided by your facilitator.

**Assignment Rubrics**  
**Columbia College**  
**Portfolio Rubric**  
 March 2018

Student's Name	Course Code	Date	Facilitator/Evaluator's Name			
<b>Area</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Score</b>
<b>Cover Page and Table of Contents</b>	<ul style="list-style-type: none"> <li>Properly formatted cover page with no errors</li> </ul> <p>Table of contents of all six sections of project. All page numbers correspond with the table of contents</p>	<ul style="list-style-type: none"> <li>Properly formatted cover page with no errors.</li> </ul> <p>Table of contents outlining a few broad sections and numbered pages correspond with the table of contents.</p>	<ul style="list-style-type: none"> <li>Properly formatted cover page with no errors.</li> </ul> <p>Table of contents may be out of order or incomplete. Numbered pages may not correspond with the table of contents.</p>	<ul style="list-style-type: none"> <li>Cover page may have one or two formatting errors.</li> </ul> <p>Table of contents is out of order or incomplete. Page numbers do not correspond or are incomplete.</p>	<p>Cover page is missing or is present but has many errors in formatting, spelling ect.</p> <p>Table of contents is missing or portfolio pages are not number.</p>	
<b>Content</b>	<ul style="list-style-type: none"> <li>All size sections contain impressive amount of material and demonstrate a high level of organization.</li> </ul>	<ul style="list-style-type: none"> <li>All six sections contain required amount of material and demonstrate very good organization</li> </ul>	<ul style="list-style-type: none"> <li>All six sections are included though some material may be lacking</li> </ul>	<ul style="list-style-type: none"> <li>One or two sections are missing and significant material is lacking.</li> </ul>	<p>More than two sections are missing and only scant material is provided.</p>	
<b>Area</b>	10 – 8	• 8 – 7	• 6 – 5	• 4 – 3	2 – 1	
<b>Reflections</b>	<p>Reflect on learning and experience gained, show creativity/original thinking, use abundant examples to illustrate and support, use complete sentences, are neat and orderly, and include all the required elements.</p>	<ul style="list-style-type: none"> <li>Show some reflection on learning and experience gained shows signs of creativity/original thinking, use examples to illustrate and support, use complete sentences, are neat and orderly and include all the required elements.</li> </ul>	<ul style="list-style-type: none"> <li>Show limited reflection and/or creativity, use examples but may leave reader with questions, may have fragments or run-on sentences; are neat enough to be read; most of the required elements are included.</li> </ul>	<ul style="list-style-type: none"> <li>Tells only what the student DID but does not reflect on learning; mechanical or legibility problems may hamper clarify; content indicates they were done at the last minute; may be too brief or lacking many of the elements.</li> </ul>	<p>Entries are superficial and/or unclear, brief and/short of the required elements. Many errors.</p>	

**Total out of 20:**  
**Comments:**

**Columbia College**  
**General Essay Rubric for College Prep**  
 Revised November 2014

Student's Name	Course Code	Date	Facilitator/Evaluator's Name			
	<b>A</b> 10.0 – 8.5	<b>B</b> 8.4 – 7.5	<b>C</b> 7.4 – 6.0	<b>D</b> 5.9-5.0	<b>F</b> 4.9 – 0	<b>Score</b>
<b>Focus of Essay &amp; Thesis</b>	<ul style="list-style-type: none"> <li>Well written thesis statement that states the main point of the essay.</li> <li>The thesis statement reflects a clear opinion on the subject.</li> </ul>	<ul style="list-style-type: none"> <li>Thesis statement states the main point of the essay.</li> <li>The thesis statement reflects an opinion on the subject.</li> </ul>	<ul style="list-style-type: none"> <li>Thesis statement requires more development.</li> <li>The thesis statement is confusing and unclear in terms of the opinion of the writer.</li> </ul>	<ul style="list-style-type: none"> <li>There is no thesis statement.</li> <li>There is no opinion stated or the opinion stated is unrelated to the essay assignment.</li> </ul>	<ul style="list-style-type: none"> <li>There is no thesis statement.</li> <li>There is no opinion stated or the opinion stated is unrelated to the essay assignment.</li> </ul>	
<b>Content Ideas and Analysis</b>	<ul style="list-style-type: none"> <li>Displays extensive in-depth knowledge of the topic. Comprehends deeper meaning and relevance of topic.</li> <li>Conveys insightful, original points of view.</li> <li>Critically synthesizes and evaluates information.</li> <li>Clearly supports statements made with evidence and examples.</li> </ul>	<ul style="list-style-type: none"> <li>Displays good knowledge of the topic.</li> <li>Conveys some original points of view. Comprehends meaning and relevance of topic.</li> <li>Demonstrates careful analysis, synthesis and evaluation of information.</li> <li>Clearly supports most statements with evidence and examples.</li> </ul>	<ul style="list-style-type: none"> <li>Displays adequate knowledge of the topic. Requires further exploration.</li> <li>Demonstrates some analysis, synthesis and evaluation of information.</li> <li>Supports some statements with evidence and examples.</li> </ul>	<ul style="list-style-type: none"> <li>Displays limited basic knowledge of the topic.</li> <li>Explores topic inadequately, leaving areas unexplored.</li> <li>Displays limited analysis, synthesis, and evaluation of information.</li> <li>Most statements are unsupported.</li> </ul>	<ul style="list-style-type: none"> <li>Unable to display relevant understanding of the topic.</li> <li>No evidence of new knowledge.</li> <li>Critical thinking not evident.</li> <li>No evidence or examples are provided to support statements.</li> </ul>	
<b>Organization and Structure</b>	<ul style="list-style-type: none"> <li>Presents information in a consistently logical structure.</li> <li>Skillfully shapes introduction and conclusion.</li> </ul>	<ul style="list-style-type: none"> <li>Presents information in a logical structure.</li> <li>Carefully constructed introduction and conclusion.</li> </ul>	<ul style="list-style-type: none"> <li>Presents most of the information in a logical structure. Introduction and conclusion are adequate.</li> </ul>	<ul style="list-style-type: none"> <li>Presents some information in a logical structure.</li> <li>Introduction and conclusion require further development.</li> </ul>	<ul style="list-style-type: none"> <li>Presents information in a random manner, lacking logical structure.</li> <li>Essay does not have an introduction and/or conclusion.</li> </ul>	



	10.0 – 8.5	8.4 – 7.5	7.4 – 6.0	5.9-5.0	4.9 – 0	
<b>Style Expression of Ideas</b>	<ul style="list-style-type: none"> <li>Conveys all ideas with originality and clarity.</li> <li>Shows sophisticated development of paragraph and sentence structure, with effective transitions within and between paragraphs</li> <li>Uses rich, accurate and effective word choice.</li> </ul>	<ul style="list-style-type: none"> <li>Conveys most ideas with originality and clarity.</li> <li>Shows well developed paragraph and sentence structure with effective transitions within and between paragraphs.</li> <li>Uses accurate and effective word choice.</li> </ul>	<ul style="list-style-type: none"> <li>Conveys ideas clearly but with little originality.</li> <li>Paragraph development and sentence structure are usually correct but simplistic in style.</li> <li>At time uses vague ineffective word choice.</li> <li>Style reflects lack of risk taking.</li> </ul>	<ul style="list-style-type: none"> <li>Conveys some ideas clearly.</li> <li>Paragraph and sentence structure is awkward and often faulty.</li> <li>Uses vague, ineffective word choice throughout the essay</li> </ul>	<ul style="list-style-type: none"> <li>Ideas are not conveyed clearly.</li> <li>Paragraphs lack focus and appropriate structure; sentence structures are faulty, lacking development.</li> <li>Poor or incorrect word choice</li> </ul>	
	15.0 – 12.75	12.74 – 11.25	11.24 – 9.0	8.9 – 7.5	7.4 – 0	
<b>Mechanics, Grammar</b>	<ul style="list-style-type: none"> <li>Mainly error free.</li> </ul>	<ul style="list-style-type: none"> <li>A few minor errors in one or two of the areas of spelling, punctuation, usage, grammar, or mechanics.</li> </ul>	<ul style="list-style-type: none"> <li>Some minor errors in spelling, punctuation, usage, grammar, or mechanics but readability remains clear.</li> </ul>	<ul style="list-style-type: none"> <li>Some errors in spelling, punctuation, usage, grammar, and mechanics, beginning to interfere with the readability and meaning of the paper</li> </ul>	<ul style="list-style-type: none"> <li>Frequent errors in spelling, punctuation, usage, grammar, and mechanics, interfering with the readability and meaning of the paper.</li> </ul>	
	5	4	3	2.5	2.4-0	
<b>Professional Format</b>	<ul style="list-style-type: none"> <li>Uses APA citation correctly.</li> <li>Meets and exceeds all requirements for an excellent academic response.</li> <li>Meets and exceeds all requirements of the assignment</li> </ul>	<ul style="list-style-type: none"> <li>Generally uses APA citation correctly.</li> <li>Meets requirements for a well written academic response.</li> <li>Meets requirements of the assignments</li> </ul>	<ul style="list-style-type: none"> <li>APA citation mostly correct.</li> <li>Meets most requirements for an academic response.</li> <li>Meets most of the requirements of the assignment.</li> </ul>	<ul style="list-style-type: none"> <li>Use of APA citation contains many errors.</li> <li>Meets a few requirements for an academic response.</li> <li>Meets a few requirements of the question.</li> </ul>	<ul style="list-style-type: none"> <li>Many errors in APA citation, demonstrating lack of citation knowledge.</li> <li>Does not meet any requirements for an academic response.</li> <li>Does not meet any requirements of the question.</li> </ul>	

**Plagiarism: A “0” grade will be given to a paper where significant sections of the paper were copied from other, unattributed sources.**